



SUSPA GmbH

Translation of the original operating instruction

English

Electrically adjustable table base frame Type ELS3



Read the operating instructions prior to the first commissioning.
Follow the safety instructions.

Please retain for future use! Get the current operating instructions
at www.suspa.com/uk/suspa-service0/downloads/user-manuals/

July 2014

These operating instructions are a component of the technical documentation of the table base frame in accordance with the EU Machinery Directive.

These operating instructions correspond to the "Guideline 2006/42/EC of the European Parliament and the Council for Adjustment of Legal and Administrative Regulations of Member States for Machinery" (Machinery Directive), Appendix I, Point 1.7.4.



These operating instructions are addressed to the plant manager who must pass them on to the personnel responsible for installation, connection, use, and maintenance of the table base frame.

The plant manager must ensure that the information contained in these operating instructions and in the accompanying documents has been read and understood.

The operating instructions must be stored in a place that is known to the personnel and easily accessible to employees and must be consulted even if the slightest doubt arises.

SUSPA GmbH is not liable for damage to people, animals, or objects or to the table base frame itself arising from the improper/unauthorized use or through disregard or insufficient consideration of the safety criteria contained in these operating instructions or through alteration of the table base frame or use of unsuitable spare parts. At delivery SUSPA GmbH will replace or repair defective products covered by the warranty; however, beyond that SUSPA GmbH assumes no liability.

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Status: July 2014

Archiving


- ➔ Always keep the operating instructions ready at hand.
- ➔ It is important to read the operating instructions before installation.

Symbols and signal words

The following symbols and signal words are used in this documentation. The combination of a pictogram and a signal word classifies the respective safety information. The symbol can vary depending on the type of danger.

Symbol	Explanation
DANGER 	When this signal word is used, the consequence is death or severe physical injuries if the corresponding precautionary measures are not adopted or followed.
WARNING 	When this signal word is used, personal injury or damage to property may result if the corresponding precautionary measures are not taken. It can also constitute an injury, accident or health risk.
CAUTION 	When this signal word is used, the consequence may be minor physical injuries if the corresponding precautionary measures are not adopted or followed.
CAUTION	When this signal word is used, the consequence may be malfunctioning. This signal word is only used if no damage to health can occur. The signal word is without a symbol, since the degree of danger is slight.
IMPORTANT	When this signal word is used, it refers to simplification of operations or cross references. This signal word is only used if no damage to health can occur. The signal word is without a symbol, since the degree of danger is slight.

Other symbols and tags

Symbol	Use	Explanation
➔	Handling instructions	Provides instructions for a specific action.
	Note	Important information for understanding the device or for optimized operations.

Structure of warnings

DANGER



The first line describes the type and source of the danger

The second line describes the consequences if no measures are adopted to safeguard against the danger.

The last line describes measures to avoid the danger.

WARNING







Risk of injury by failure to observe safety symbols

Ignoring or not following the warnings provided on the machine and given in the installation instructions may lead to injuries and other dangers.

Pay attention to and follow the warnings on the machine and in the operating instructions.

The special safety symbols or icons are used at appropriate places within the text in these operating instructions:

Warning signs

Symbol	Explanation	Symbol	Explanation
	Warning - Danger zone		Warning – Hazardous electrical voltage
	Warning - Risk of hand injuries		Warning - Trip hazard

Mandatory signs



Symbol	Explanation	Symbol	Explanation
	Observe information provided		Observe additional information

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1. Identification

Electrical adjustable table base frame ELS3

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1.1 Designated use

The electrically adjustable table base frame is used to raise a countertop for seated or standing workstations in the office. The lifting columns of the table base frame are designed for load that applies pressure.

Other use of the electrically adjustable table base frame or use beyond its intended purpose is considered non-intended and thus improper. In this case, the safety may be impaired or compromised. SUSPA GmbH assumes no liability for damage resulting from such improper use.

Intended use also includes:

- Following all instructions in the operating instructions
- Following all safety instructions

1.2 Improper use

- Using the table base frame and its electrical equipment contrary to its intended use
- Using the table base frame outside or in damp rooms
- Loading the table base frame with a load greater than 90 kg
- Loading the table base frame with loads that are not centered
- Using the table base frame for pulling on or from objects
- Operating the table base frame beyond the physical operating limits as described in the Chapter "Commissioning/Operation"
- Operating the table base frame contrary to the specifications provided in the installation instructions regarding safety information, installation, operation, and malfunctions
- Operating the table base frame when there are obvious problems
- Carrying out repair, cleaning and maintenance work without first switching off the table base frame

CAUTION



Risk of injury or damage caused by improper use or modifications

Danger exists due to unauthorized modifications to or unauthorized use of the table base frame.

Only use original spare parts from the manufacturer.

Do not misuse and do not make modifications!

2. General Instructions

2.1 Warranty and Liability

In principle the “General Terms of Sale and Delivery” of SUSPA GmbH apply. These can be accessed online at www.suspa.com under Downloads/“General Terms and Conditions”.

Liability and warranty claims in the case of damage to persons or objects are excluded if they can be attributed to one or more of the following causes:

- Improper use of the table base frame
- Incorrect installation and commissioning of the table base frame
- Disregarding the information in the operating instructions
- Unauthorized modifications to the table base frame
- Inadequate maintenance and repair work
- Disasters caused by foreign objects or force majeure

2.2 Target audience of the operating instructions

The operating instructions are intended for the operator of the electrically adjustable table base frame.

2.3 Objectives of the operating instructions

These operating instructions serve as support and contain all necessary instructions that must be observed and followed for general safety, transport, installation, and use.

These operating instructions with all the safety information must

- be followed, read and understood by all persons working on the machine; this is especially true of the safety instructions,
- be accessible to every one of the above-mentioned target groups,
- be consulted even if the slightest doubt arises (safety)

Objectives:

- Avoid accidents
- Increase lifetime and reliability of the table base frame

3. General safety instructions

3.1 Scope

DANGER



Danger to life, risk of physical injury or damage to property

There are dangers associated with disregarding or ignoring the operating instructions and the safety information contained therein.

Read the operating instructions carefully before operating the ELS3 table base frame for the first time.

Observe and follow the general safety instructions.

Follow the special safety instructions in the Chapter "Design and installation"!

The ELS3 table base frame has been constructed according to state-of-the-art technology and recognized safety regulations. In order to prevent danger to life and limb of the user, third parties, or to the table base frame, use the ELS3 only for its intended purpose and in perfect condition with regard to safety.

Bodily injuries and/or property damages resulting from non-compliance with the instructions provided in the operating instructions are the responsibility of the company operating the table base frame. Rectify any faults that may impair the safety of operation. Observe and follow all safety instructions and hazard warnings. Keep all safety and hazard warnings in proper legible condition at all times.

This device can be used by **children** from 8 years, and persons with reduced physical, sensory or mental capabilities or lack of experience and knowledge when they have been given supervision or instruction concerning the safe use of the device and understand the resulting risks. Children may not play with the unit. The unit may not be cleaned and serviced by children.

If there are any problems with the ELS3 table base frame, immediately disconnect the controller from the power supply and contact your dealer!

3.2 Dangers

3.2.1 Dangers posed by electrical energy

DANGER



Danger by improperly connected power cable

An improperly connected power cable can cause a fire or an electric shock.

Operate the controller only at the mains voltage indicated on the nameplate! Do not use a power source with high voltage or DC voltage! Carefully check the power source!

Make sure that the mains cable is always connected correctly!

DANGER



Danger by electric current

You can get an electric shock when pulling on the mains cable.

Hold the plug firmly when unplugging the cable!

DANGER

Danger due to moisture and water

Moisture and water in the vicinity of the controller or the mains cable may cause an electric shock or a malfunction. Do not touch or grip the mains plug with wet hands!

Do not allow moisture and water to reach the controller or power cables!

DANGER

Mortal danger through cable breakage or damage to the cable

In case of cable breakage or damage to the cable, there are dangers to life and limb or property damage caused by electric shock!

Never operate the table base frame with a damaged mains cable! Only use the supplied mains cable! Do not pull the cable across sharp edges!

Do not kink the cable! Do not place heavy objects on the cable!

Do not pull on the cable! Pull the mains plug to disconnect the table base frame from the power supply!

Immediately disconnect the controller from the power supply at any sign of cable breakage. Please contact your specialist dealer!

DANGER

Mortal danger when making modifications

There is a danger of electric shock when touching live parts inside the units.

Do not open the unit under any circumstances!

Only qualified personnel, such as your specialist dealer, may repair the unit!

3.2.2

Dangers from mechanical energy

WARNING

Danger of crushing, injury or damage

The movements of the lifting columns can cause injury. If there are people or objects within the effective operating range of the table base frame, there is a danger of crushing or of damage to objects.

The legs of the lifting columns are not fitted with pinch or crushing protection!

Do not reach into the effective range of the lifting columns during operation.

Make sure that there are no people, animals or objects in the entire travel path of the lifting columns!

CAUTION

If the installed table construction is not stable, there is a danger to objects due to unforeseen bending of components.

Do not exceed the specified load capacity of the table base frame! See Chapter "Technical data"!

3.2.3

Residual risks

Despite all the precautions that have been taken, there may be unapparent residual risks. You can mitigate the residual risks by observing and following the safety instructions and the intended use carefully and attentively, as well as avoiding improper use.

DANGER

Danger of death caused by dangerous voltage

Residual electrical energy remains in lines, controller, and motor after the table base frame is shut down.

In order to install and repair the table base frame, it must be disconnected from the mains.

Regularly check the electrical cabling of the table base frame. Replace damaged cables.

WARNING
Danger of stumbling


Excess cables and wires as well as edges can cause a risk of stumbling.

Avoid having loose excess cables laying around! If necessary, use cable holders/binders.

WARNING
Risk of injury caused by improper or unauthorized modifications


There are risks posed by making unauthorized modifications to the table base frame and using spare parts manufactured by third parties.

Use only original spare and wear parts supplied by the manufacturer. Do not modify, install additions or reconstruct the table base frame.

WARNING
Danger of injury and damage to property due to incorrect operation


Read the Chapter "Operation" and follow the safety instructions given there!

CAUTION
Use the table base frame only in compliance with the specifications in Chapter "Operating conditions".

Non-compliance with the operating conditions can lead to malfunctioning or render the table base frame unusable!

Use the table base frame only in the specified temperature range! Avoid high humidity and prevent the table base frame from making contact with water! Only qualified personnel, such as your specialist dealer, may repair the table base frame when used in incorrect operating conditions.

WARNING
Danger of injuries and interruptions in operation by improper use


There are risks posed by improper or unprofessional use of the table base frame.

Use the table base frame only for the purpose intended.

3.3
Additional information

The provisions of the accident prevention regulations of the employer's liability insurance association are basically applicable to all work on the table base frame. Observe and follow the following rules and regulations too:

- applicable, binding regulations on accident prevention
- applicable, binding regulations at the place of use
- approved technical rules for safe and professional work
- existing environmental protection regulations
- other applicable regulations

4.
Installation

Follow safety chapter

Observe and follow the Chapter "General safety instructions" from page 9.

➔ Check the delivery for completeness, damage or anything else that is conspicuous!

- ➔ Observe the applicable safety and accident prevention regulations during transportation.
- ➔ Contact details can be found in the Chapter "Identification".


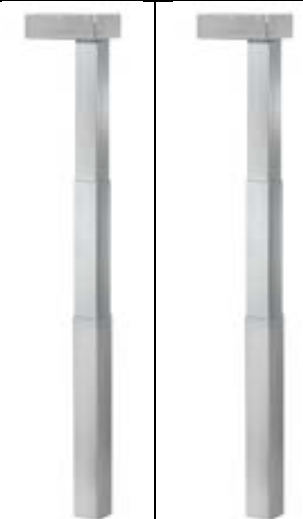




4.1





Scope of supply

Check that the supplied and delivered lifting column system is complete!

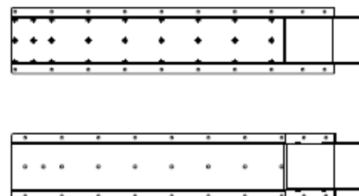
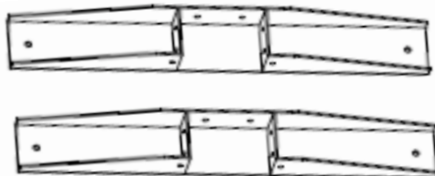
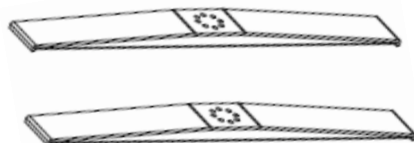


These operating instructions apply for the following types:




- Electrical lifting column system ELS3, BTU (slender tube at bottom)
or
- Electrical lifting column system ELS3, BTU (slender tube at top)

Electrical lifting column system ELS3, BTU (slender tube at bottom)		Electrical lifting column system ELS3, BTU (slender tube at top)	
Components	Image	Components	Image
Lifting column: ELS3 BTU square Part No.: 004 10161 Quantity: 2 (Delivered with retracted leg)		Lifting column: ELS3 BTU, square Part No.: 004 10162 Quantity: 2 (Delivered with retracted leg)	
SUSPA COMPACT controller for ELS3 BTU Quantity: 1		SUSPA COMPACT controller for ELS3 BTU Quantity: 1	
or:		or:	
SUSPA SMART controller for ELS3 BTU Quantity: 1		SUSPA SMART controller for ELS3 BTU Quantity: 1	

Manual switch up-down HSM- OD-2-LD Part No.: 098 10010 Quantity: 1		Manual switch up-down HSM- OD-2-LD Part No.: 098 10010 Quantity: 1	
Power cable EU, shielded Part No.: 098 10011 Quantity: 1		Power cable EU, shielded Part No.: 098 10011 Quantity: 1	

The following table base frame is designed for assembly with the electric lifting column system ELS3 BTU or the electric lifting column system ELS3 LTD.

Table base frame		
Explanation	Components	Image
Table base frame for 2-leg system ELS3 Part No.: 004 10165	Frame: Longitudinal table top connection Quantity: 2	
	Frame: Transverse web insert for lifting columns Quantity: 2	
	Foot section for lifting columns Quantity: 2	
	Screw A: M8x16 Quantity: 8	
	Screw B: M6x15 Quantity: 12	

	Screw C: M6x10 Quantity: 21	
	Adjustable feet Quantity: 4	
	Allen key wrench Quantity: 1	

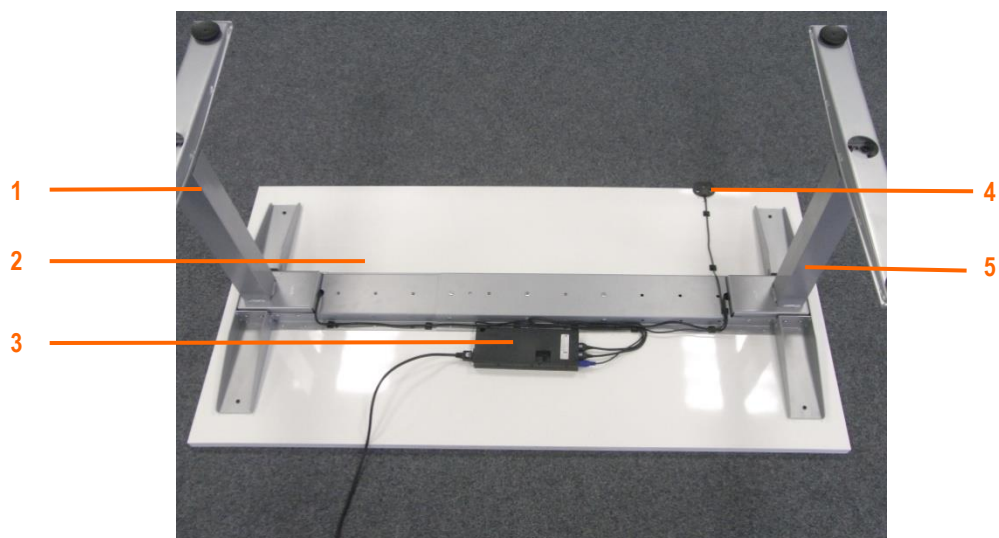


The table top and the requisite fastening material are not included.

4.2

View after assembly

The electrically adjustable table base frame is used to raise a countertop for seating or standing workstations in the office.



View from the bottom

- | | | | |
|---|----------------------------------|---|---------------|
| 1 | Table leg 1 | 4 | Manual switch |
| 2 | Table top | 5 | Table leg 2 |
| 3 | Controller with mains connection | | |

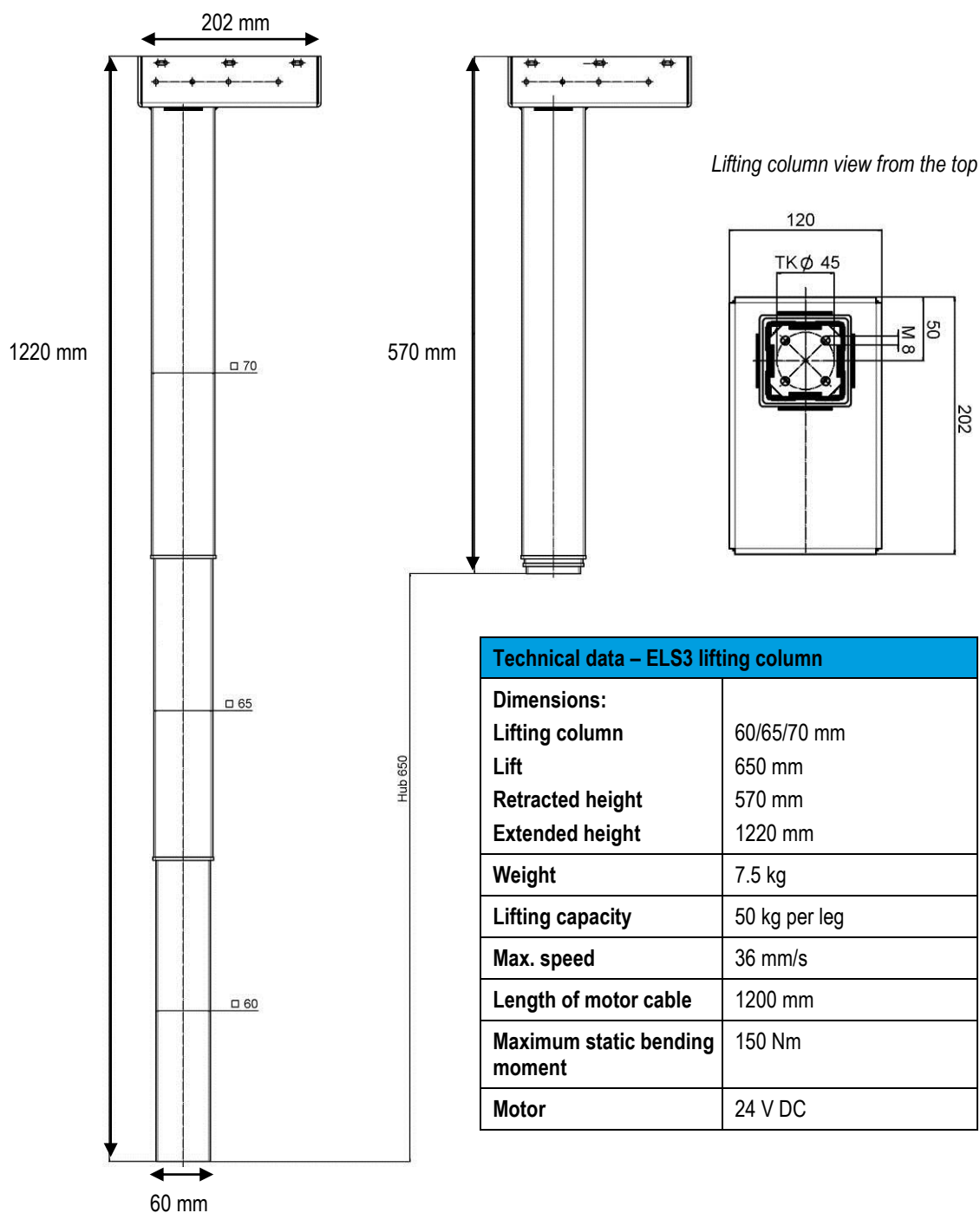
4.3

Operating conditions

Physical operating conditions	
Operating site	Office
Operating temperature	+15 °C to +30 °C
Air humidity	30 % to 60 %
Ambient conditions	No heavy dirt or contamination caused by dust, acids and corrosive gases

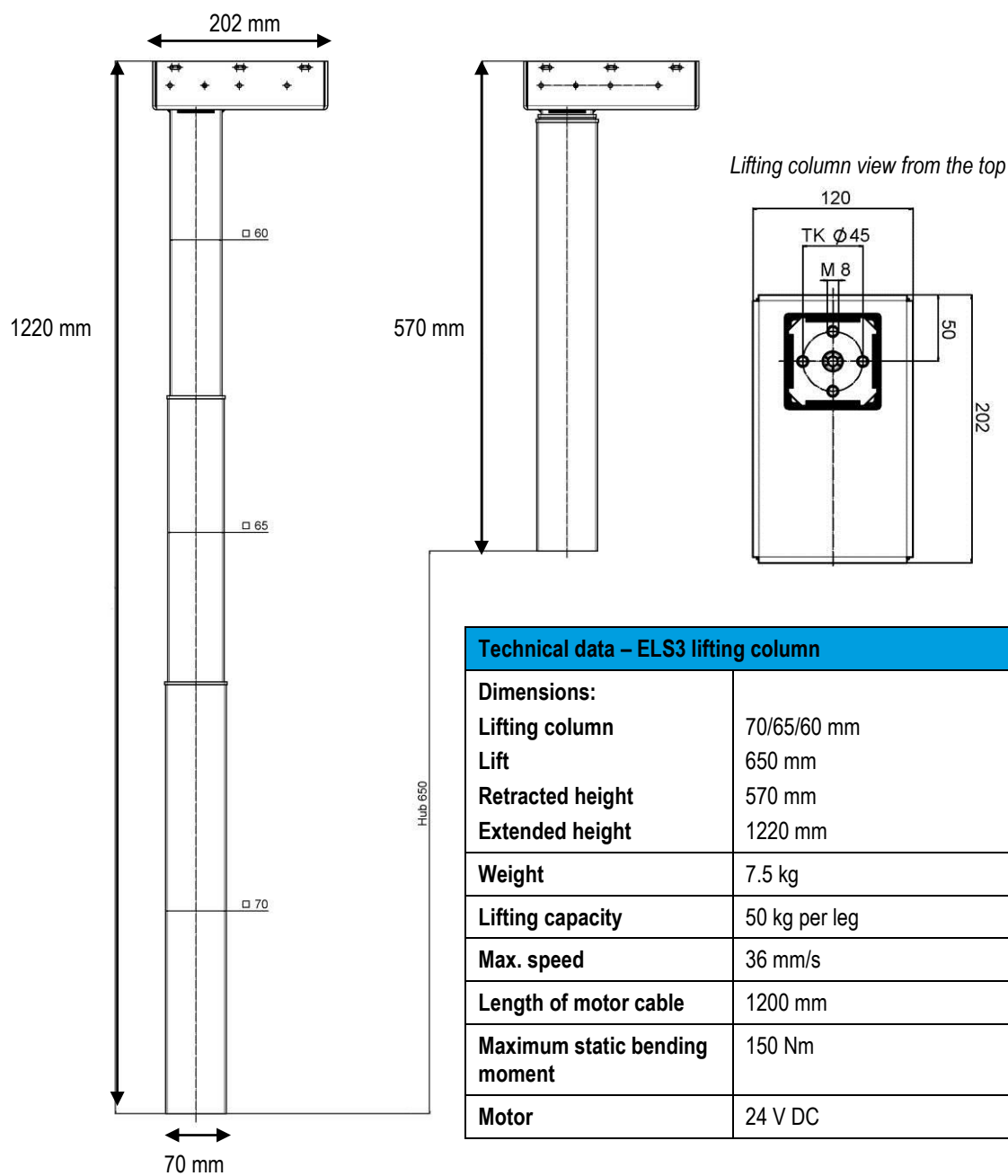
4.4 Dimensions and technical data

4.4.1 Lifting column ELS3 BTU

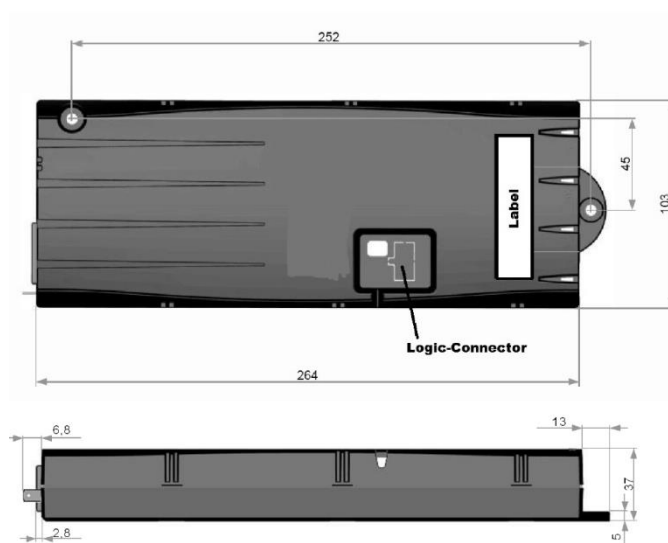


4.4.2

Lifting column ELS3 BTD

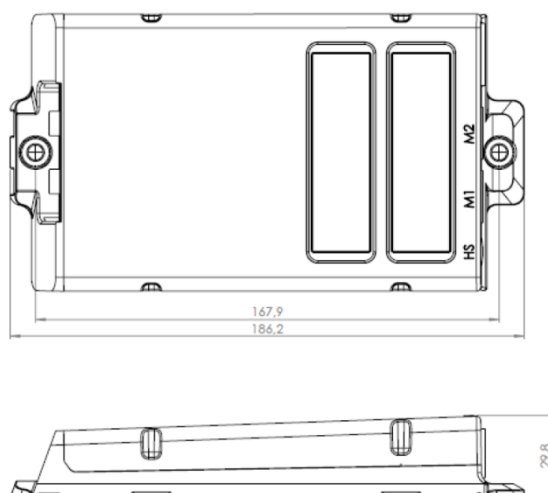


4.4.3 Dimensions SUSPA COMPACT controller



Technical Data – SUSPA COMPACT controller	
Output performance	280 VA
Standby consumption	< 0.3 W
Weight	approx. 420 g
Dimensions	264 x 103 x 37 mm
Input voltage	207-253 V / 50 Hz
Ambient temperature,	0-30 °C
Relative air humidity (during operation)	5-85%
Duty cycle	max. 10% (1 min. operation, 9 min. pause)
Electromagnetic compatibility	In accordance with the EMC Directive and the valid EMC standards for industrial use

4.4.4 Dimensions SUSPA SMART controller

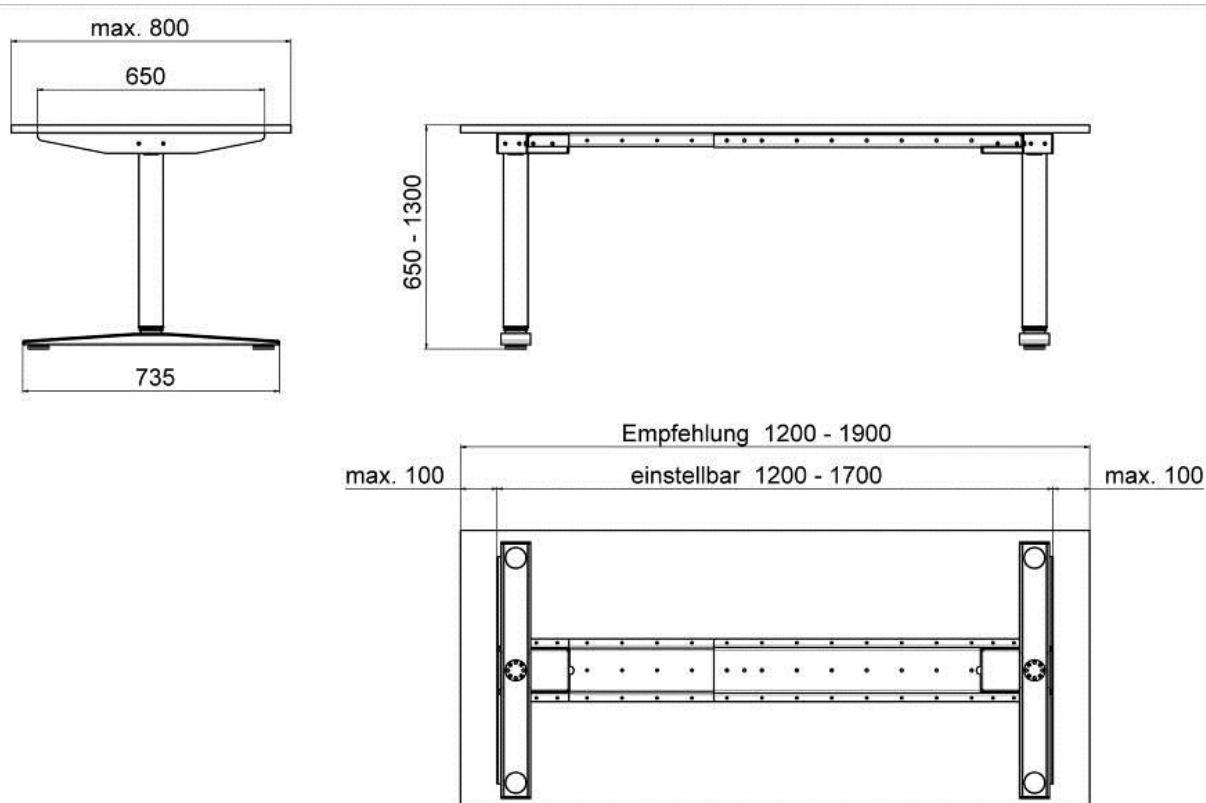


Technical data – SUSPA SMART controller	
Output performance	216 VA
Standby consumption	< 0.3 W
Weight	approx. 305 g
Dimensions	186 x 100 x 30 mm
Input voltage	207-253 V / 50 Hz
Ambient temp.	0-30 °C
Relative air humidity (during operation)	5-85%
Duty cycle	max. 10% (1 min. operation, 9 min. pause)
Electromagnetic compatibility	In accordance with the EMC Directive and the EMC standards for industrial use

4.5 Setup and installation

When assembling the table base frame ELS3 for office tables or desks with a custom table top into a finished table, the following points must be observed (see drawing below):

- The table base frame is suitable for table top sizes of max. 800 mm deep and 1200 mm – 1900 mm in length.
- The table base frame may be extended to a maximum of 1700 mm.
- The table top overhang in the length on the right and left may not exceed 100 mm.
- The table base frame may be loaded by a maximum of 90 kg. This is the combined total of the weight of the table top and the load on the table, such as a computer screen and keyboard, etc.



4.5.1 Step 1 Install table base frame

CAUTION

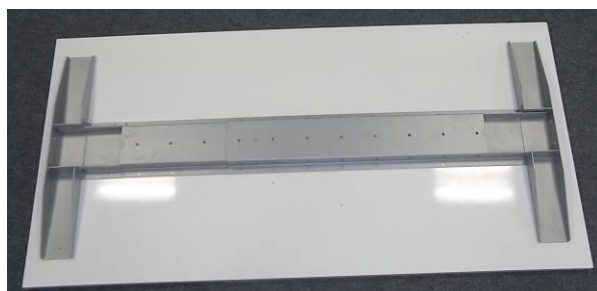


Risk of damage

Screws may not go into the housing deeper than 5 mm.

When screwing the motor housing to the frame, make sure that the correct type of screw is used. Use only the supplied screws!

Observe the maximum torque of 7 Nm of the B + C screws.



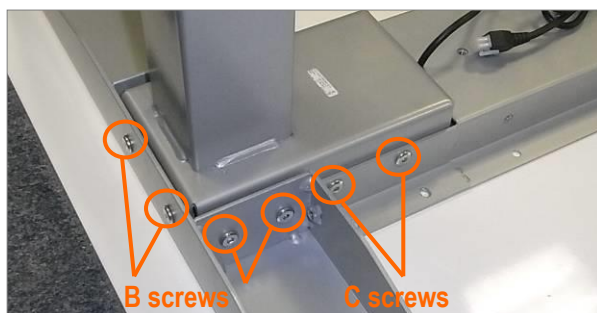
- Put the longitudinal joints of the table top together.
- Place the transverse web inserts for lifting columns against the longitudinal joints of the table top.



- Screw the longitudinal joints of the table top together in 9 places with screw C.



- Place the lifting columns in the notches provided for this purpose. Make sure that the motor cables are not wedged in or pinched.



- Fasten the lifting columns in 6 places with screw B to the transverse web inserts for lifting columns.
- Fasten the lifting columns in 4 places with screw C to the longitudinal joints of the table top.



- Fasten the transverse web inserts for lifting columns by using 2 C screws each to the longitudinal joints of the table top.

4.5.2

Step 2 Fasten the table base frame to the table top



- Align the table base frame in the center on the bottom of the tabletop.



- Fasten the mounted table base frame with the matching screws to the bottom of the table top.

4.5.3

Step 3 Fasten foot sections to the lifting columns

CAUTION

Danger of damage to property through the use of the wrong screws!

The functionality of the lift is only guaranteed when the supplied screws are used! Make sure that you use the matching screws when installing the foot section!

Observe the maximum torque of 10 Nm of the A screws.



- Each of the foot tubes has a base plate with 4 mounting holes.
- Screw the foot sections onto the feet tubes of the lifting columns with 4 A screws each.



→ Screw the adjustable feet to the foot sections.

4.5.4

Step 4 Fasten controller to the table top

CAUTION



The controller must be fastened in a position that allows all lifting columns to be connected by the motor cable.

The controller must always move with the lifting columns on their travel path! We recommend fastening the controller to the bottom of the table top.



- Select the matching screws.
- Fasten the controller to the drilled holes provided on the bottom of the table top close to the frame (2 fastening points).

4.5.5

Step 5 Fasten manual switch to table top



- Select the matching screws.
- Fasten the manual switch in the desired position on the table top.

4.5.6

Step 6 Connections with controller

DANGER



Mortal danger through cable breakage or damage to the cable

In case of cable breakage or damage to the cable, there are dangers to life and limb or property damage caused by electric shock!

Never operate the table base frame with a damaged mains cable! Only use the supplied mains cable! Do not pull the cable across sharp edges! Do not bend the cable! Do not place heavy objects on the cable!

Do not pull on the cable! Pull the mains plug to disconnect the table base frame from the power supply!

Immediately disconnect the controller from the power supply at any sign of cable breakage. Please contact your specialist dealer!

WARNING

Danger of falling



Excess cables and wires as well as edges can cause a risk of stumbling.

Avoid having loose excess cables laying around and use cable ties if necessary.

CAUTION

Check all connections. Make sure that the cable is routed safely when the table is adjusted!

DANGER

Danger by improperly connected power cable



An improperly connected power cable can cause a fire or an electric shock.

Operate the controller only at the mains voltage indicated on the nameplate! Do not use a power source with high voltage or DC voltage! Carefully check the power source!

Make sure that the mains cable is connected correctly!

DANGER

Danger due to moisture and water



Moisture and water in the vicinity of the controller or the mains cable may cause an electric shock or a malfunction.

Do not touch or grip the mains plug with wet hands!

Do not allow moisture and water to reach the controller or power cables!

WARNING

Danger of crushing, injury to hands or damage



The movements of the lifting columns can cause injury.

If there are people or objects within the effective operating range of the table base frame, there is a danger of crushing or of damage to objects.

The legs of the lifting columns are not fitted with pinch or crushing protection!

Do not reach into the effective range of the lifting columns during operation.

Make sure that there are no people, animals or objects in the entire travel path of the lifting columns!



- Connect the motor cable of a lifting column with input M1 of the controller.
- Connect the motor cable of the second lifting column with input M2 of the controller.



→ Connect the manual switch with the controller.

CAUTION



Connect the power cable in a way to ensure sufficient cable length over the entire adjustment.

Connect the mains cable with the "POWER" input on the controller.

The controller may only be operated after installation.



→ Connect the power cable with the controller.



- At least two people are needed to place the fully assembled table on its feet.
- If necessary, level the table using the adjustable feet.
- Perform a reset, see page 24.

5. Commissioning / operation

5.1 Commissioning

Follow the safety instructions in the Chapter "Installation"!

WARNING



Danger of crushing, injury to hands or damage

The movements of the lifting columns can cause injury.

If there are people or objects within the effective operating range of the table base frame, there is a danger of crushing or of damage to objects.



The legs of the lifting columns are not fitted with pinch or crushing protection! Do not reach into the effective range of the lifting columns during operation. Make sure that there are no people, animals or objects in the entire travel path of the lifting columns!

5.2 Operating

5.2.1 HSM-OD-2-LD up-down manual switch

The HSM-OD-2-LD up-down manual switch is a simple manual switch with operating buttons to move the lifting columns up or down.



Symbol	Function
	Up: Moves the table up.
	Down: Moves the table down.

5.2.2 Perform a reset



- Connect the power cable with the mains supply.
- Press the down switch on the manual switch until (approx. 5-20 seconds) the lifting columns have moved down to the lowest position followed by an upward movement of approx. 2-3 mm.

CAUTION

Perform a reset after every disassembly or exchange of the lifting columns and/or controller.

6. Decommissioning



Follow safety chapter

Observe and follow the Chapter "General safety instructions" from page 9.

6.1 Switch off adjustment function

→ Disconnect the power cable from the mains voltage.

6.2 Storing the table base frame

The storage area should be cool and dry in order to prevent corrosion on the individual parts of the table base frame.

The room temperature at the storage location must constantly be between 10 °C and 30 °C. The air humidity of the storage space must not be greater than 60%.

- Package the table base frame so that it is not damaged by external influences whilst in storage.
- If necessary, use cardboard boxes and other packaging material.
- Secure the table base frame against accidental tilting and instability during storage!

6.3 Disposal of table base frame



- Dispose of the packaging material in accordance with current national regulations.
- Due to the danger of possible environmental pollution, have the table base frame disposed of by an approved specialized company!

7. Spare parts

- Use only spare parts from the manufacturer of the table base frame, SUSPA GmbH.
- For ordering spare parts, contact the following address:

SUSPA GmbH
Mühlweg 33
90518 Altdorf
GERMANY

Telephone: +49 91 87 / 9 30-0
Fax: +49 91 87 / 9 30-229
E-mail: info@de.suspa.com
Website: www.suspa.com

You need the material number and description to place an order.
Please refer to the Chapter "Scope of supply" for more information



Original EC Declaration of Conformity

according to the EC Machinery Directive (2006/42/EC), Annex II, Section 1 A

We hereby declare under our sole responsibility,

SUSPA GmbH
Mühlweg 33
90518 Altdorf
GERMANY,

Telephone: +49 91 87 / 9 30-0
Fax: +49 91 87 / 9 30-229
E-mail: info@de.suspa.com

that the type of construction of the table base frame

Machine identification: Electrically adjustable table base frame
Type identification: ELS3
Year of construction: 2013

Designated use: The electrically adjustable table base frame is used to raise a countertop for seating or standing workstations in the office.

the delivered version is compliant with Directive 2006/42/EC of the European Parliament and of the Council dated 17 May 2006 on machinery, and conforms with the following harmonized standards and normative documents to which this declaration refers:

Applicable EC Directives: EC Machinery Directive (2006/42/EC)
EC Electromagnetic Compatibility Directive (2004/108/EC)

Applied harmonized standards:

- **DIN EN 527-1:2011-08***
Office furniture, Work tables and desks – Part 1: Dimensions
- **DIN EN 527-2:2002***
Office furniture, Work tables and desks – Part 2: Mechanical safety requirements
- **DIN EN 527-3:2003-06***
Office furniture, Work tables and desks – Part 3: Test methods
- **DIN EN 61000-3-2/-3-3/-6-2/-6-3***
Electromagnetic Compatibility (EMC)
- **DIN EN ISO 12100:2011**
Safety of machinery – Risk assessment and risk reduction
- **DIN EN 60335-1:2012**
Safety of electrical appliances for household and similar purposes

*partially applied

We hereby assure that the certification procedure is performed in accordance with the Machinery Directive (2006/42/EC) and that the requirements of the standard DIN EN ISO/IEC 17050-1 "Conformity assessment – Supplier's declaration of conformity – Part 1: General requirements" were complied with in the issuance of this declaration. This declaration will lose its validity if any modifications are made to the machine without consultation with us.

Any unauthorized modifications in this sense excludes any liability on our part.

Altdorf, den.....

6.11.2013

Th. Penker



Name / Signature (Management SUSPA GmbH)